



**STATE OF IDAHO**  
invites applications for the position of:

## **Director, STARBASE Idaho**

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**SALARY:** \$36.44 - \$47.37 Hourly  
**DEPARTMENT:** Division of Military  
**OPENING DATE:** 04/08/21  
**CLOSING DATE:** 04/21/21 11:59 PM  
**DESCRIPTION:**

**STATE OF IDAHO**  
**MILITARY DIVISION**  
Human Resource Office (HRO)  
State Personnel Branch  
4794 General Manning Avenue, Building 442  
Boise, ID 83705-8112  
Telephone: (208) 801-4273/4272

**STATE VACANCY ANNOUNCEMENT**  
Registers established from this announcement may remain valid up to one year to fill vacancies.

**A-M-E-N-D-M-E-N-T**  
**This announcement is amended. The Type of Position has been updated.**

<b>ANNOUNCEMENT NUMBER:</b>	21-32-N
<b>AREA OF CONSIDERATION:</b>	Open to all applicants
<b>POSITION TITLE:</b>	Director, STARBASE Idaho
<b>PAY GRADE:</b>	NGA-12
<b>POSITION CONTROL NUMBER:</b>	7018
<b>CLASS CODE:</b>	22749
<b>SALARY:</b>	\$36.44 to \$47.37 hourly (\$75,790 to \$98,530 annually)
<b>FLSA CODE:</b>	Administrative Exempt
<b>DUTY LOCATION:</b>	Military Division, STARBASE Idaho, Gowen Field, Boise, ID
<b>TYPE OF POSITION:</b>	Civilian Nonclassified; <b>Limited Service Appointment (This position is funded under a cooperative agreement.)</b>
<b>COMPATIBLE MILITARY FIELD:</b>	Not Applicable

**JOB TITLE: DIRECTOR, STARBASE IDAHO**  
**POSITION CONTROL NUMBER: 7018**  
**CLASS CODE NUMBER: 22749**  
**SALARY GRADE: NGA-12**

**INTRODUCTION:** This position is assigned to STARBASE Idaho, functioning within the State of Idaho – Military Division. The primary purpose of this position is to manage and operate a Department of Defense (DoD) sponsored STARBASE Program in Idaho designed to provide elementary school 5th grade students stimulating “hands on” training in math, science, technology and motivational goal-setting/self-esteem activities to help youth achieve a great future. Incumbent provides leadership and direction for work efforts to develop and implement programs, policies, responsibilities, and procedures for executing a math, science, and technology education improvement program for youth by exposing them to the technological environment and positive role models found on a military installation. The incumbent assures coordination of recruitment, administration, education, school districts, daily care, community projects, financial and budgeting transactions, and mentoring services for students. Keeps the National Guard Bureau (NGB), the Adjutant General (TAG), attorneys, school administrators and parents informed of ongoing program functions. The position makes recommendations to the NGB-PA STARBASE coordinator on emerging issues and prepares plans to address them. Assures that the program provides the promised care, education, self-discipline, and self-esteem in the student’s lives. The incumbent serves as the state’s point of contact for the STARBASE Program through mediums such as plans, declarations or grants and makes recommendations for the STARBASE Program.

## **EXAMPLE OF DUTIES:**

### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for Program planning and development. Develops and implements long range plans in order to garner success for the program and meet the goals of the program within budgetary and legislative constraints. Balances the goals of the program’s long-term objectives, while ensuring daily operations are carried out efficiently and effectively, and ensures compliance with existing federal/state educational requirements and content standards. Develops supporting policies, procedures, and regulations to comply with program requirements.
2. Directs and oversees the day to day execution of the program. This includes responsibility for employee hiring and supervision, coordinating program instruction with local school districts, scheduling all facets of planned instruction, developing staffing plans, organizational structures, budgeting, planning, on/off-site presentations to include all State of Idaho legislative proceedings involving STARBASE Program activities. Prepares testimony and budget defense on behalf of the program during legislative and budget executive action hearings.
3. Ensures necessary staff development (including professional development workshops and seminars for teachers), staff evaluations, staff credentials, and timely and accurate support services. Oversees the development of internal policies, standards and procedures to administer education, staff counseling and support services, and ensures monitoring for compliance with established policies. Determines training needs of STARBASE staff through analysis of program effectiveness, new technology and policies, recommendations from internal and external sources, and staff performance. Presents information to key participant groups and stakeholders.
4. Responsible for community relations with the military, local community, school districts, local universities and local business leaders and state and local government. Drafts responses for the Federal Program Manager and Governor regarding program inquiries as to issues, complaints and overall operations. Reviews inquiries and coordinates responses. Researches and cites appropriate policies, regulations, and procedures for review. Predominant work is performed in a normal office/classroom environment. The classroom may also become a mobile effort where instructors go to other sites to conduct activities. The position involves on-call, overtime when needed, and requires several off-site meetings at the Department of Defense level. In accordance with Idaho Military Division Public Affairs Policy and Guidance (IDNG-5), coordinates

with the Idaho Military Division State Public Affairs Officer (PAO) regarding media contacts or requests.

5. Responsible for program monitoring and compliance. Supervises and manages the acquisition of funds, development of those funds, coordination of budget estimates for out-year projections, and proper management of funds for program budget submissions and execution. Maintains control and inventory of equipment and supplies purchased with DoD STARBASE Program funds. Oversees the maintenance, monitoring, and reconciliation of program accounting systems and data to ensure the accurate and timely processing of accounting transactions, the accuracy of state and federal billing information, and to ensure that all systems reflect the same information. Develops and coordinates STARBASE fiscal program objectives, policies and procedures along with guidelines that agree with State and Federal requirements to provide short and long-term financial viability for program.

6. Reviews all federal/state mandates to ensure proper compliance with established operational policies and procedures of the program. Ensures all proper safety and program protocols are in place. Ensures that program staff personnel comply with contract, state and departmental personnel rules, regulations and policies. Resolves grievances at lowest level when possible. Problems solved include handling of discipline within classroom setting, resolving staff issues, workload distribution, and reconciling and integrating the program objectives with the business operations of the program. Makes decisions or recommendations on staffing and budget allocation, assessing program effectiveness and determining when modifications need to be put in place. Conducts an annual review of the DoD STARBASE Program academy processes and examines records to improve efficiency of operations.

7. Provides leadership, supervision and management to assigned personnel and programs. Serves as Reviewer to second-level subordinates. Establishes priorities and deadlines, explains work requirements, and reviews work in progress and/or upon completion. Ensures accountability of assigned personnel to include utilization of time and resources. Approves leave, work schedules and timesheets. Delegates authority to subordinate supervisors to manage programs and monitor employees in the accomplishment of work assignments. Sets performance standards and appraises the performance of reporting subordinates. Reviews the performance standards and appraisals of non-direct reporting subordinates. Provides written and verbal performance feedback, coaching, and counseling. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Recommends performance/merit based incentive awards. Requests personnel and position actions and reviews and considers the requested actions of subordinates. Requests personnel and position actions and reviews and considers the requested actions of subordinates. Advises employees regarding policies, procedures and directives of management. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management or the Human Resources Office (HRO). Advises supervisor regarding the allocation/reallocation of program full-time position (FTP) resources to best meet current and projected requirements. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

8. Oversees and participates in a STARBASE Foundation, an Academy Development Committee, and School District/ Alternative Education Provider Partnerships. Serves as the local STARBASE area coordinator and technical advisor to local school boards of education. Serves on steering committees established by the Office of the Assistant Secretary of Defense (OAD) for Manpower and Reserve Affairs (M&RA) to improve DoD STARBASE Program academy effectiveness and operations.

9. Performs other related duties and projects as necessary or assigned.

**SUPERVISORY CONTROLS:** The incumbent works under general supervision consisting of general administrative direction. Incumbent administers the internal operation without specific guidance and is relied upon to use technical knowledge and professional expertise to resolve significant matters related to STARBASE Program administration. Keeps the supervisor

informed of progress, potentially controversial issues, and matters which affect or deviate from policy. Overall performance is evaluated by monitoring the efficiency and competence of the operations through observation, general review, soundness of decisions and actions, and compliance with statutory, regulatory, federal and state guidelines, directives and laws.

**PERSONAL WORK CONTACTS:** Contacts include Idaho Military Division Command Group and support staff; Idaho National Guard state, federal and military personnel of all levels; USPFO and staff; Department of Defense (DoD); National Guard Bureau (NGB); federal and state elected and appointed officials and staff; IMD State Accounting/Resources personnel; budget/finance personnel; Purchasing and Contracting personnel; and staff of the IMD Human Resources Office (HRO).

**WORKING CONDITIONS / PHYSICAL EFFORT:** Work is primarily sedentary in a professionally configured office setting; however, considerable walking, bending, reaching, and standing may be required. It may require occasional lifting of light items such as office equipment, files or supplies up to 25 pounds. Some travel, via all modes of transportation, may be required for work and training. Work may be performed in public settings requiring preparation, poise and maturity.

FLSA Overtime Code: A (Administrative Exempt; Straight time)  
EEOC: B02 (Professional)  
WCC: 9410  
MARCH 2021

## **MINIMUM QUALIFICATIONS:**

### **QUALIFICATION REQUIREMENTS**

#### **Mandatory Requirements (conditions of employment)**

- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must submit to and pass an OPM Federal Childcare National Agency Check with Inquiries (CNACI) investigation, including a complete ten (10) finger fingerprint card or scan, upon offer of employment. Must agree to submit to periodic rechecks in accordance with applicable laws, regulations, and policies. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*
- Must have a Bachelor's degree or higher from an accredited 4-year college or university. Major course work in education, math, science, aerospace or a related STEM field is preferred.
- Must have personnel management/supervisory experience.

#### **Knowledge, Skills and Abilities (KSAs)**

**Applicants must have 36-months of specialized experience performing related duties as specified below.**

- Ability to develop, conduct and manage an education and training program including such duties as analyzing and developing short-term and long-term program objectives; overseeing daily operations; determining training needs; monitoring for compliance; creating and implementing supporting policies and procedures.
- Knowledge and skill in the science, technology, engineering, and math education (STEM) field.

- Ability to recognize and evaluate effective teaching practices and classroom management skills; analyze task procedures and learning processes, develop curriculum, training evaluations, or education and training systems and products in compliance with federal and state educational requirements and content standards.
- Skill and ability to communicate effectively, both orally and in writing to internal and external stakeholders; to include presenting professional courses and briefings and proficient writing reports and records.
- Skill in managing the acquisition and development of funds, coordinate budget estimates for short and long-term projects, and manage or oversee program budgets encompassing submission and execution.
- Knowledge of program management theories, principles, concepts, standards, and methods.
- Ability to build a team, lead a team, work with outside organizations, and build consensus with community partners to accomplish organizational missions.
- Knowledge and ability in managing, providing input to, or familiarity with a Cooperative Agreement.
- Knowledge of early childhood education or elementary education. Preferred experience with STEM related curricula focuses.

**CONDITIONS OF EMPLOYMENT:**

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

**5. PERSONNEL MANAGER CERTIFICATION:** The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan  
Supervisory Human Resource  
Specialist  
Military Division – State Personnel  
Branch

**SUPPLEMENTAL INFORMATION:**

If you are unable to apply online, please contact the HRO office by phone 208-801-4273/4272 or email [hrobypass@imd.idaho.gov](mailto:hrobypass@imd.idaho.gov).

**Thank you for your interest in employment with the Idaho Military Division.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/idaho>

Position #21-32-N  
DIRECTOR, STARBASE IDAHO  
GD

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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## Director, STARBASE Idaho Supplemental Questionnaire

- \* 1. Mandatory Requirement: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

*Provide written response regarding your willingness and ability to meet this condition of employment.*

- \* 2. Mandatory Requirement: Must submit to and pass an OPM Federal Childcare National Agency Check with Inquiries (CNACI) investigation, including a complete ten (10) finger fingerprint card or scan, upon offer of employment. Must agree to submit to periodic rechecks in accordance with applicable laws, regulations, and policies. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

*Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.*

- \* 3. Mandatory Requirement: Must have a Bachelor's degree or higher from an accredited 4-year college or university. Major course work in education, math, science, aerospace or a related STEM field is preferred. ***(Attach supporting documentation to your application; unofficial transcripts are accepted.)***

*Provide written response how you meet this condition of employment.*

- \* 4. Mandatory Requirement: Must have personnel management/supervisory experience. *Describe professional level work experience.*

- \* 5. KSA: **Ability to develop, conduct and manage an education and training program including such duties as analyzing and developing short-term and long-term program objectives; overseeing daily operations; determining training needs; monitoring for compliance; creating and implementing supporting policies and procedures.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 6. KSA: **Knowledge and skill in the science, technology, engineering, and math education (STEM) field.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 7. KSA: **Ability to recognize and evaluate effective teaching practices and classroom management skills; analyze task procedures and learning processes, develop curriculum, training evaluations, or education and training systems and products in compliance with federal and state educational requirements and content standards.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 8. KSA: **Skill and ability to communicate effectively, both orally and in writing to internal and external stakeholders; to include presenting professional courses and briefings and proficient writing reports and records.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 9. KSA: **Skill in managing the acquisition and development of funds, coordinate budget estimates for short and long-term projects, and manage or oversee program budgets encompassing submission and execution.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 10. KSA: **Knowledge of program management theories, principles, concepts, standards, and methods.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 11. KSA: **Ability to build a team, lead a team, work with outside organizations,**

**and build consensus with community partners to accomplish organizational missions.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

\* 12. KSA: **Knowledge and ability in managing, providing input to, or familiarity with a Cooperative Agreement.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

\* 13. KSA: **Knowledge of early childhood education or elementary education. Preferred experience with STEM related curricula focuses.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

\* 14. Unqualified or incomplete applicant packets will not be forwarded.  
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes   ☐ No

\* 15. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes   ☐ No

\* Required Question